

2.10.26 Guidance for staff leading a Pupil Voice group

Presentation 1: Autumn 2026

Thank you for supporting pupils to share their experiences as part of the Primary Pupil Voice Project.

Purpose: Sense of belonging

To understand **what helps pupils feel welcome, included and comfortable joining in at school**, what is working well and what could make their experience even better.

II = Pause for discussion

Slide 1: Primary Pupil Voice Project (Staff)

Remind pupils that they are taking part in the Primary Pupil Voice Project.

Slide 2: Welcome (Voiceover)

- We want to listen to and value pupils' experiences.
- Their views matter and can help shape inclusive practice.

Slide 3: Our focus this term is... (Voiceover) II

Invite pupils to explore what matters to them, for example learning, Maths, adults, quiet spaces, playtimes or clubs. Pupils can choose where to start, what to talk about and what not to discuss. They may also suggest their own areas.

Helpful prompts: What is going well for you? What do you enjoy? What helps you? Is there anything you would like to be different?

Slide 4: How could you share information with us? (Voiceover)

Pupils can choose how they would like to contribute, for example through photographs, speech bubbles, drawings, posters, Post-it notes, *working well/even better* charts or their own ideas.

Slide 5: Ideas to explore (Voiceover) II

You might ask:

- What helps you feel comfortable and able to join in?
- What helps you feel included?
- What do adults or other pupils do that helps you feel welcome?
- What could make school even better for everyone?

Reassure pupils that there are no right or wrong answers.

Capture pupils' own words wherever possible, rather than interpreting or rephrasing their views.

Key message: The slides are a conversation scaffold, not a script or checklist. Follow the pupils' lead and give them space to share what matters to them, including what is already working well and what could be even better.

Slides 7–11: Bringing pupil views together

These slides provide examples of ways to organise and share feedback.

- Gather a manageable selection of pupil contributions in the format pupils choose.
- Where possible, retain pupils' own words for feedback to the Neurodiversity Workstream.
- Recognise that everyone's experiences and preferences are different.
- Thank pupils for their contribution and reinforce that their views can help shape a more inclusive school.

Submit by the deadline: Please send pupil contributions and reflections back to rachel.tomkinson@shropshire.gov.uk by Monday 23rd November.

Thank you